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INSTRUCTION

SERVICES
8 July 1953

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SUBJECT: Vital Material Program

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1. GENERAL

The purpose of this Instruction is to establish an active Vital Material Program for the Logistics Office in compliance with CIA Regulation No. [] and to obtain a definite schedule from each Staff and Division in the Logistics Office of material which should be a matter of Vital Record.

2. DEFINITION

Vital Materials are those specific items in the possession of CIA which are essential to the Agency on a continuing basis and which, in the event of destruction, would constitute an irreplaceable loss.

3. RESPONSIBILITY

Each Staff and Division Chief will submit to the Administrative Staff a list of definite material which should be made a matter of Vital Record on a continuing basis and, in addition, should designate as nearly as possible certain other types of material which, in his opinion, are vital to the operations of his Staff or Division, in order that the Administrative Staff and the supporting clerical employees of the Staff or Division may be alerted to the fact that such documents may be a matter for Vital Record. Once such a definite schedule of Vital Material is established, it will be the responsibility of each Staff or Division to forward to the Records Management Officer

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3. RESPONSIBILITY (continued)

Promptly copies of such documents where possible; or, where a copy of such record is not practicable, to notify the Records Management Officer at what intervals microfilming of such records will be necessary and possible.

4. AVAILABILITY OF RECORDS

Material is forwarded by the Records Management Officer to the Repository each week under receipt indicating Office, Division, Year and Deposit Number. In event of emergency, it is estimated that a large amount of microfilm would be difficult to use quickly, as it would require considerable time to enlarge and print the images and more mechanical equipment than may readily be available to the whole of the Agency at one time. By establishing a schedule of Vital Material, it will be possible to prepare copies of many documents at the time of origin and avoid the additional cost and inconvenience of microfilming.


JAMES A. GARRISON
Chief of Logistics

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